

Subject: EMERGENCY RESPONSE PLAN

PURPOSE

To establish policy and procedures regarding University response to natural and manmade disasters and other emergencies, herein referred to as emergencies.

GENERAL POLICY

1. University emergency responses shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve University property.
2. Recognizing the different kinds of emergency events that could possibly occur and that such events could occur with no prior warning or several days of prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate.
3. Emergency response decision-making shall be in accordance with the University chain of command by which the Chancellor or most senior administrative officer available shall assume command, gather information, and issue such instructions as are appropriate to protect lives and property.
4. For emergencies requiring immediate response that occur during the absence or unavailability of the Chancellor or senior administrative officers, emergency response shall be made by the proximate University representative capable of taking necessary action.
5. Vice Chancellors and other administrative officers reporting directly to the Chancellor are responsible for communicating to and implementing emergency responses for their administrative area.
6. Designated elements within the Office of Student Affairs and Physical Plant shall serve as the primary operating units for general emergency response implementation.

OPERATING PROCEDURES

The following Operating Procedures are hereby established.

Initial Notification

It is the responsibility of any employee who learns of an actual or impending emergency between 8:00 a.m. and 4:30 p.m. to report it immediately to a senior administrative officer available beginning with the Office of the Chancellor (ext. 203), Vice Chancellor for Academic Affairs (ext. 301), Vice Chancellor for Business Affairs (ext. 288), Vice Chancellor for Student Affairs (ext. 218), Director of Physical Plant/Safety Coordinator (ext. 291), and such other administrative personnel should be notified as is appropriate

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44 to initiate the emergency response decision making process. In the event of an
45 emergency situation occurring before 8:00 a.m., after 4:30 p.m., or on the weekend, all
46 emergencies should be reported by calling 9-1-1, and in addition notify LSU Eunice
47 Campus Security at ext. 225.

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49 **Emergency Response Procedure**

- 50 1. For phone threats, see Attachment B "LSU at Eunice Phone Threat Checklist."
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- 52 2. During periods when the University is in full operation, and unless existing
53 emergency conditions require an immediate response, the Chancellor, Vice
54 Chancellors and other personnel designated in Attachment A shall meet to
55 review available information and establish a response to the emergency. A
56 primary purpose of this meeting shall be to determine whether normal University
57 operations should be continued, reduced or suspended. Once a response is
58 determined, each Vice Chancellor is responsible for notifying his or her
59 administrative areas as to necessary emergency response actions.
60
- 61 3. At all other times, Campus Security and/or maintenance personnel (whomever is
62 on duty after normal working hours) shall notify the Chancellor or next most
63 senior administrative officer available who shall initiate the response decision-
64 making process in telephone consultation with other administrative personnel
65 including the Director of Public Relations. Each administrator listed in
66 Attachment A is responsible for maintaining home telephone numbers of other
67 administrators to be contacted.
68
- 69 4. An existing or impending emergency may require immediate action by Campus
70 Security and/or maintenance personnel on duty, or any other University
71 personnel to prevent loss of life and/or property. Examples could include
72 chemical spills, gas leaks, fires, and other emergencies requiring immediate
73 evacuation of part or the entire campus. Under such conditions, the emergency
74 response shall be initiated before or concurrently with notification of senior
75 administrative personnel through the chain of command and shall be
76 implemented by the senior University representative available and able to initiate
77 emergency response action. If an area of campus or given building would require
78 emergency evacuation, the senior administrative officer available initiate a silent
79 evacuation with the help of two way radios (access from security and physical
80 plant employees) for continuous communication. Follow-up response to the
81 emergency would be made in accordance with procedures described above.

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Public Announcements

Announcements as to whether the University will reduce operations or suspend operations because of emergency conditions will be made by the Chancellor through the Office of Public Relations for release to the public media as follows:

1. If classes only are to be dismissed but all other normal operations of the University are to continue, the announcement shall be:

“All classes, public events and related activities at LSU Eunice are suspended today (or until further notice). However, all departmental offices will be open and all employees, including faculty whose work extends beyond conducting classes, are expected to report to work.”

2. If University offices are to be closed and other operations suspended along with the suspension of classes, the announcement shall state:

“All classes, public events, and related activities at LSU Eunice are suspended and all offices and departments except those previously designated as required for essential operations will be closed today (or until further notice). Faculty and staff are not to report for work unless previously and specifically told to do so.”

Essential Employees

1. Designated employees in support and service divisions of the University are required to report to or remain at work in order to maintain essential operations of the University, whether the University has suspended operations or not. The following departments and divisions will remain in operation and their employees are required to be at work during times of emergency closure or reduced operations:

LSU Eunice Campus Security
Physical Plant

Upon approval of the appropriate Vice Chancellor, operations in these units may be reduced to minimum requirements and individual employees retained for work are released from work as determined by the existing conditions.

2. With the approval of the appropriate Vice Chancellor, other units and/or individual employees may be designated as essential and required to report for work. Recognizing that weather conditions may make employee travel difficult or impossible at times, notification should be as early as possible.

Employee Emergency Leave Conditions

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125 Leave conditions during times of reduced or suspended University operation of
126 otherwise during emergencies are governed by [PS No 19](#), Leave Guidelines for
127 Academic, Administrative/Professional and Classified Employees.
128

129 **ATTACHMENT A**

130
131 Chancellor
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133 Vice Chancellor for Academic Affairs
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135 Vice Chancellor for Business Affairs
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137 Vice Chancellor for Student Affairs
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139 Director of Physical Plant/Safety Coordinator
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141 Campus Security Personnel
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143 Director of Information Technology
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145 Director of Public Relations
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ATTACHMENT B

LSU Eunice Phone Threat Checklist

Remain calm. Listen; do not interrupt the caller. Respond in a matter-of-fact manner, asking the caller to repeat what she/he has said to you. Gather as much information as possible. Remember all details of the conversation. Alert campus officials immediately after the caller hangs up. Inform the caller that the bomb or bio-threat (see below) could cause injury or death, such as, "Do you know that what you are doing could cause injury or death?"

Record telephone number of caller _____

Note exact time of call _____

Ask the caller

Where is the threatening item located? _____

If it is a bio-terrorist threat:

- What is the substance? _____
- What does it look like? _____

If it is a bomb:

- When will it explode? _____
- What does it look like? _____
- What kind of bomb is it? _____

How do you know so much about this bomb? _____

How do you know so much about this building? _____

What group do you represent? _____

Where are you now? _____

What is your name? _____

Try to identify the following

Sex: _____ **Age:** _____ **Nationality/Foreign accent:** _____

Voice characteristics: _____

Background noises: _____

Other innuendoes as to location of the bomb or biothreat:

Exact words of caller: _____

- Immediately report the incident to the Office of the Chancellor (ext. 203), a Vice Chancellor (ext. 301, 288, or 218), or the Director of the Physical Plant (ext. 291). **Do not share this information with anyone else;** your supervisor will contact the proper authorities.
- If a suspicious object is found, **DO NOT TOUCH IT**, and clear the area.
- Keep a "running log" of events as they occur.